

## **GENERAL INFORMATION**

The English Language Specialist Program (ELSpec) provides higher and secondary educational institutions around the world with U.S. professors with expertise in Teaching English as a Foreign or Second Language, or Applied Linguistics. These specialists engage in short-term or multi-phased projects primarily in:

- Teacher training
- Materials writing
- Curriculum development
- Program evaluation

ELSpec projects may require one visit or several. Each visit is supposed to last at least ten days but can last as long as four weeks. If you only want a specialist for a couple days or a one-off plenary, we will need to see what other programming is possible (either in your city or in other regions of the country) in order to increase the visit to 10 days of work. While in-country on a project, a specialist does not generally train for more than 4 hours a day.

## **PROGRAM FUNDING**

The project costs are funded by U.S. Department of State. However, cost-sharing from the host institution is welcomed; it is a positive factor in decision-making process. Cost-sharing can include meals, providing transportation from/to airport, internet connection, etc.

## **HOW TO REQUEST AN ELSPEC PROJECT**

1. Complete the REQUEST FORM. Please make sure to submit your request at least 2-3 months prior to the program dates.
2. Wait for the notification letter/call from RELO office.
3. If a request has been approved and funding has been confirmed by the Washington office, the RELO office representative will contact you to discuss program, schedule, and logistics of the visit.

**IMPORTANT NOTE:** Bureau of Educational and Cultural Affairs at the U.S. State Department in Washington, DC, makes the final decision in approving the funding for specialist projects; therefore we cannot guarantee that your request is filled. The results of the review and approval process focus on pedagogical justification, project eligibility, sustainability, and Department priorities.